

SPECIAL SERVICES OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses a position in the Special Services division of the fire department. Incumbents of this class are responsible for general maintenance and safety inspections on all departmental vehicles and breathing apparatus. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Special Services Officers perform duties with some degree of supervision and receive specific instructions for most duties. Special Services Officers report to and have work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the class.

Manages the operation of the Special Services division, including setting divisional goals and objectives. Also assists superior officers with research and planning for the Special Services division. Plans departmental operations relating to equipment, and recommends changes in operations that will enable favorable ISO ratings. Reads and types graphs, charts, and reports and develops new forms to improve accuracy and efficiency.

Provides for the general care and maintenance of fire fighting apparatus and other property. Researches and examines equipment to ensure that all applicable standards are met. Arranges estimates on repairs and maintenance of all department facilities and equipment. Tests defective equipment and recommends repair or replacement. Inspects supply facilities to ensure compliance with department maintenance standards. Inspects equipment to ensure that repairs were properly accomplished. Investigates and maintains closed-circuit breathing apparatus. Conducts flow tests and maintains maintenance records of self-contained breathing apparatus. Performs periodic tests of apparatus pumping capacity and pressure, and inspects fire extinguishers for any maintenance needs. Performs general maintenance duties. Installs and repairs heating systems, air conditioning systems, and changes air filters. Repairs and maintains overhead doors, plumbing systems, and electrical systems. Performs carpentry work on station buildings.

Maintains inventory of supplies and equipment and counts items according to department procedures to assure adequate inventory. Orders supplies and equipment, making arrangements for shipping and receiving of property and supplies by communicating with delivery services. Takes receipt of equipment that has been shipped to the department, and distributes to department personnel as required. Organizes and stores department property and maintains a holding

area for damaged or defective materials that are to be returned to the supplier. Develops a stock rotation system to assure that old stock is distributed first. Personally assists superior officer with gathering information to be used in compiling budgets. Prepares purchase requisitions and purchases necessary equipment and supplies, keeping within the established budget. Maintains records of fire department apparatus, personal protective equipment, stations, testing records and other files.

Oversees the repair of faulty equipment at the fire scene. Takes charge of all safety procedures at the emergency scene, including protection of exposure operations, air, and lights. Coordinates between fire fighting personnel and law enforcement, and provides for any needs that emergency personnel encounter at the scene.

Assists superior officer with developing a safety program for the department, and sees that such program is properly staffed and supplied with training resources. Conducts evaluations of safety program, identifying unsafe conditions, and makes recommendations for improvements. Assists with conducting research studies to identify hazards, and evaluates loss-producing potential of a given operation. Investigates all accidents and makes recommendations on avoiding future incidents. Examines safety and first-aid supplies, and reviews apparatus for accident prevention devices.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.